



**PERIS Use Case Interface File
Definition
Supplemental Specification
SPS-300-06
For
UCS-300: Employer Reporting**



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Document Control

Document Information

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Submission Date	04/03/2013
Acceptance Date	04/24/2013

Supplemental Specification – Interface File Definition

1 Description

This document identifies the external applications that interact with PERIS in UCS-300 Employer Reporting.

2 Input Files

2.1 Employer Reporting File

This incoming file is submitted to Neospin™ via Upload Screen by the user. The file is delimited by '~'. The file contains the following variable length records identified by the first three characters of the record:

- (1) *File Summary* – Contains information about the number of rows within the file. The record starts with '000'
- (2) *File Header Section* – Contains information about the file such as employer ID, year, payroll frequency, and the date time stamp the file is generated. The record starts with numeric '001'.
- (3) *Enrollment Header Section* – Contains information about the total number of Enrollment Detail records submitted in the file. The record starts with numeric '002'.
- (4) *Enrollment Detail Section* – Contains enrollment detail information about the employee member. The record starts with numeric '222'. The Enrollment Detail Section is always preceded by the Enrollment Header Section.
- (5) *Demographic Header Section* – Contains information about the total number of Demographic Detail records submitted in the file. The record starts with numeric '003'.
- (6) *Demographic Detail Section* – Contains demographic detail information about the employee member. The record starts with numeric '333'. The Demographic Detail Section is always preceded by the Demographic Header Section.
- (7) *Payroll Header Section* – Contains information about the total number of Payroll Detail records submitted in the file. The record starts with numeric '004'.
- (8) *Payroll Detail Section* – Contains Payroll detail information about the employee member. The record starts with numeric '444'. The Payroll Detail Section is always preceded by the Payroll Header Section.
- (9) *Service Purchase Detail Section* – Contains Service Purchase detail information about the employee member. The record starts with numeric '4444'. The Service Purchase Detail Section is always preceded by the Payroll Detail Section.

2.1.1 File Layout

File Summary Section

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION
1	File Summary ID		Identifies the File Header. The value should always be '000'.

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION
2	Total Number of Detail Records		Number of Detail records in the file. Note: Can include multiple employers in a file. Total number of Detail records in the file should equal the number in this field. The PERIS application must void the file otherwise.
3	Unique ID		Unique identifier, i.e. date-time stamp of the file in yyyyymmddhhmmss format. The ID should be generated based on the following information: current date with hours, minutes and seconds, and is left justified. e.g. 20110116090434

File Header Section

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION
1	File Header ID	3	Identifies the File Header. The value should always be '001'.
2	Organization ID	4	A unique identifier given by MPERA to identify the employer.
3	Total Number of Detail Records		Number of Detail records in the File Header. Note: Each employer has a File Header. Total number of Detail records for the employer should equal the number in this field. The PERIS application must void the file otherwise.
4	Payroll Frequency		Indicates if the payroll frequency of the payroll detail records within the file. <ul style="list-style-type: none"> Allowed values are W, B, S, M, Y, O <ul style="list-style-type: none"> W = Weekly B = Bi-weekly S = Semi-Monthly M = Monthly Y = Yearly O = Other Cannot be null if Payroll Detail records exist E.g. Y = Yearly payroll information is included in the file

Enrollment Header Section

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION
1	Enrollment Header ID	3	Identifies the Enrollment Header Section. Value should always be '002'.
2	Count	6	Indicates total number of Detail Enrollment records in the Enrollment Detail Section. Must be numeric only. NOTE: If count does not equal to the total number of Detail records, system must void the entire file.
3	System	8	System associated with the Enrollment Header.

Enrollment Details Section

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION
1	Enrollment Detail ID	3	Identifies an Enrollment Detail record. Value should always be '222'.
2	SSN	9	Social Security Number of the employee. <ul style="list-style-type: none"> • Cannot be null • Must be numeric • No alphabetic or special characters allowed • Should be unique in this detail section
3	Name Prefix		Employee name prefix. Valid values are: <ul style="list-style-type: none"> • Null • Mr. • Ms. • Mrs. • Dr. • Miss • Sister • Honorable • Council • Person
4	Last Name	25	Last name of the employee. <ul style="list-style-type: none"> • Cannot be null • No numeric allowed • Only allow apostrophe and hyphen – no other special characters
5	First Name	25	First name of the employee. <ul style="list-style-type: none"> • Cannot be null • No numeric allowed • Only allow apostrophe and hyphen – no other special characters
6	Middle Name	25	Middle name of the employee.

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION
			<ul style="list-style-type: none"> • Can be null • No numeric allowed • Only allow apostrophe and hyphen – no other special characters
7	Name Suffix	4	<p>Employee name suffix.</p> <ul style="list-style-type: none"> • Valid values are: <ul style="list-style-type: none"> ○ Null ○ Jr. ○ Sr. ○ II ○ III ○ IV ○ V
8	International Address	1	<p>International address Y or N.</p> <ul style="list-style-type: none"> • Cannot be null
9	Address1	50	<p>Address1 line of the employee's address.</p> <ul style="list-style-type: none"> • Can be alphanumeric • Cannot be null
10	Address2	50	<p>Address2 line of the employee's address.</p> <ul style="list-style-type: none"> • Can be alphanumeric • Can be null
11	Address3	50	<p>Address3 line of the employee's address.</p> <ul style="list-style-type: none"> • Can be alphanumeric • Can be null
12	City	50	<p>City of the employee's address.</p> <ul style="list-style-type: none"> • Can be alphanumeric • Cannot be null
13	State	2	<p>A two letter state code of the employee's address.</p> <ul style="list-style-type: none"> • No numeric or special characters allowed • If International Address = 'N', cannot be null • Only 2 letter state; e.g. KS or MO
14	Zip	5	<p>Zip code of the employee's address.</p> <ul style="list-style-type: none"> • No alphabetic or special characters allowed • If International Address = 'N', cannot be null; e.g. 66610
15	Zip4	4	<p>Zip plus 4 of the employee's address.</p> <ul style="list-style-type: none"> • No alphabetic or special characters allowed • Can be null
16	Province		<p>Province of the employee's address.</p> <ul style="list-style-type: none"> • No numeric or special characters allowed • Can be null

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION
17	Postal Code		Postal code of the employee's address. <ul style="list-style-type: none"> • Can be alphanumeric • Cannot be special characters • If International Address = 'Y', cannot be null; e.g. 500060
18	Country		Country of the employee's address. <ul style="list-style-type: none"> • No numeric or special characters allowed • Can be null
19	Date of Birth	8	Date of birth of the employee. <ul style="list-style-type: none"> • Can be null • No alphabetic or special characters allowed • Valid date in YYYYMMDD format • e.g. 19750101 – First 4 digits should represent year, followed by 2 digit month and 2 digit day <p>Note: For single digit months (i.e. January through September), the month value should be preceded by a 0 (January = 01, February = 02, etc.). For single digit days (i.e. 1 through 9), the day should be preceded by a 0 (01, 02, etc.).</p>
20	Gender	1	Gender of the employee. <ul style="list-style-type: none"> • Allowed values: M, F, or U <ul style="list-style-type: none"> ○ M= Male ○ F= Female ○ U= Unknown • Can be null
21	Marital Status	1	Marital status of the employee. <ul style="list-style-type: none"> • Allowed values: M, S, T, D, W, U <ul style="list-style-type: none"> ○ M=Married ○ S=Single ○ T=Separated ○ D=Divorced ○ W=Widowed ○ U=Unknown • Can be null • No numeric or special characters allowed
22	Phone	10	Phone number of the employee. <ul style="list-style-type: none"> • No alphabetic or special characters allowed • Can be null • e.g. 7857857856
23	Phone Type		Phone type of the employee. <ul style="list-style-type: none"> • Valid values: <ul style="list-style-type: none"> ○ Home ○ Cell

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION
			<ul style="list-style-type: none"> ○ Work ○ Fax • Cannot be null if phone number is entered
24	Email Address		Email address of the employee. <ul style="list-style-type: none"> • Can be null • Must be in a valid format (xxxxxx@xxxx.xxx)
25	Email Type		Email type of the employee <ul style="list-style-type: none"> • Valid values: <ul style="list-style-type: none"> ○ Primary ○ Secondary • Cannot be null if email address is entered
26	Employment Start Date	8	Start date of employment of the employee for an employer. <ul style="list-style-type: none"> • Cannot be null • No alphabetic or special characters allowed • Valid date in YYYYMMDD format • e.g. 20090101 – First 4 digits should represent year, followed by 2 digit month and 2 digit day <p>Note: For single digit months (i.e. January through September), the month value should be preceded by a 0 (January = 01, February – 02, etc.). For single digit days (i.e. 1 through 9), the day should be preceded by a 0 (01, 02, etc.).</p>
27	Job Classification		Indicates the job classification of the employee. <ul style="list-style-type: none"> • Can be null

Demographic Header Section

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION
1	Demographic Header ID	3	Identifies the Demographic Header Section. Value should always be '003'.
2	Count	6	Indicates total number of Detail Demographic records in the Demographic Detail Section. Must be numeric only. NOTE: If count does not equal to the total number of Detail records, system must void the entire file.

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION
3	System	8	System associated with the Demographic Header.

Demographic Details Section

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION
1	Demographic Detail ID	3	Identifies a Demographic Detail record. Value should always be '333'.
2	SSN	9	Social Security Number of the employee. <ul style="list-style-type: none"> • Cannot be null • Must be numeric • No alphabets or special characters allowed • Should be unique in this detail section
3	Last Name	25	Last name of the employee. <ul style="list-style-type: none"> • Cannot be null
4	First Name	25	First name of the employee. <ul style="list-style-type: none"> • Cannot be null
5	International Address	1	International address Y or N. <ul style="list-style-type: none"> • Cannot be null
7	Address1	50	Address1 line of the employee's address. <ul style="list-style-type: none"> • Can be alphanumeric • Cannot be null
8	Address2	50	Address2 line of the employee's address. <ul style="list-style-type: none"> • Can be alphanumeric • Can be null
9	Address3	50	Address3 line of the employee's address. <ul style="list-style-type: none"> • Can be alphanumeric • Can be null
10	City	50	City of the employee's address. <ul style="list-style-type: none"> • Can be alphanumeric • Cannot be null
11	State	2	A two letter state code of the employee's address. <ul style="list-style-type: none"> • No numeric or special characters allowed • If International Address = 'N', cannot be null • Only 2 letter state; e.g. KS or MO
12	Zip	5	Zip code of the employee's address. <ul style="list-style-type: none"> • No alphabetic or special characters allowed • If International Address = 'N', cannot be null

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION
			<ul style="list-style-type: none"> e.g. 66610
13	Zip4	4	Zip plus 4 of the employee's address. <ul style="list-style-type: none"> No alphabetic or special characters allowed Can be null
14	Province		Province of the employee's address. <ul style="list-style-type: none"> No numeric or special characters allowed Can be null
15	Postal Code		Postal code of the employee's address. <ul style="list-style-type: none"> Can be alphanumeric Cannot be special characters If International Address = 'Y', cannot be null e.g. 500060
16	Country		Country of the employee's address. <ul style="list-style-type: none"> No numeric or special characters allowed Can be null
17	Date of Birth	8	Date of birth of the employee. <ul style="list-style-type: none"> Can be null No alphabetic or special characters allowed Valid date in YYYYMMDD format e.g. 19750101 – First 4 digits should represent year, followed by 2 digit month and 2 digit day <p>Note: For single digit months (i.e. January through September), the month value should be preceded by a 0 (January = 01, February = 02, etc.). For single digit days (i.e. 1 through 9), the day should be preceded by a 0 (01, 02, etc.).</p>
18	Gender	1	Gender of the employee. <ul style="list-style-type: none"> Allowed values: M, F, or U <ul style="list-style-type: none"> M= Male F= Female U= Unknown Can be null
19	Marital Status	1	Marital status of the employee. <ul style="list-style-type: none"> Allowed values M, S, T, D, W, U <ul style="list-style-type: none"> M=Married S=Single T=Separated D=Divorced W=Widowed U=Unknown Can be null No numeric or special characters allowed

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION
20	Phone	10	Phone number of the employee. <ul style="list-style-type: none"> No alphabetic or special characters allowed Can be null e.g. 7857857856
21	Phone Type		Phone type of the employee. <ul style="list-style-type: none"> Valid values: <ul style="list-style-type: none"> Home Cell Work Fax Cannot be null if phone number is entered
22	Email Address		Email address of the employee. <ul style="list-style-type: none"> Can be null Must be in a valid format (xxxxxx@xxxx.xxx)
23	Email Type		Email type of the employee. <ul style="list-style-type: none"> Valid values: <ul style="list-style-type: none"> Primary Secondary Cannot be null if email address is entered
24	Date of Death	8	Date of death of the employee. <ul style="list-style-type: none"> Can be null No alphabetic or special characters allowed Valid date in YYYYMMDD format e.g. 19750101 – First 4 digits should represent year, followed by 2 digit month and 2 digit day <p>Note: For single digit months (i.e. January through September), the month value should be preceded by a 0 (January = 01, February = 02, etc.). For single digit days (i.e. 1 through 9), the day should be preceded by a 0 (01, 02, etc.).</p>
25	Duty Related Death	1	Duty Related Death Y or N. <ul style="list-style-type: none"> Can be null
26	Duty Related Death Information		Duty related death information <ul style="list-style-type: none"> Can be null

Payroll Header Section

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION
1	Payroll Header ID	3	Identifies the Payroll Header Section. Value should always be '004'.

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION
2	Count	6	Indicates total number of Detail Enrollment records in the Payroll Detail Section. Must be numeric only. NOTE: If count does not equal to the total number of Detail records, system must void the entire file.
3	System	8	System associated with the Payroll Header.
4	Total Employee Contribution		Total employee contributions in the Payroll Header. <ul style="list-style-type: none"> Should equal the sum of employee contributions in the Detail records
5	Total Employer Contribution		Total employer contributions in the Payroll Header. <ul style="list-style-type: none"> Should equal the sum of employer contributions in the Detail records
6	Total Pre-Tax Service Purchase Amount		Total pre-tax service purchase amount in the Payroll Header. <ul style="list-style-type: none"> Should equal the sum of pre-tax service purchase amounts in the Detail records
7	Total Post-Tax Service Purchase Amount		Total post-tax service purchase amount in the Payroll Header. <ul style="list-style-type: none"> Should equal the sum of post-tax service purchase amounts in the Detail records
8	Total Earnings		Total earnings in the Payroll Header. <ul style="list-style-type: none"> Should equal the sum of earnings in the Detail records
9	Total Hours		Total hours in the Payroll Header. <ul style="list-style-type: none"> Should equal the sum of hours in the Detail records
10	Pay Period Start Date	8	Pay period start date of the Payroll Detail record for the employee. <ul style="list-style-type: none"> Allowed only numbers No letters or special characters Cannot be null The date should be always less than or equal to Pay Period End Date Must be a valid date in YYYYMMDD format <p>Note: For single digit months (i.e. January through September), the month value should be preceded by a 0 (January = 01, February = 02, etc.). For single digit days (i.e. 1 through 9), the day should be preceded by a</p>

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION
			0 (01, 02, etc.).
11	Pay Period End Date	8	<p>Pay period end date of the Payroll Detail record for the employee.</p> <ul style="list-style-type: none"> Allowed only numbers No letters or special characters Cannot be null The date should be always greater than or equal to Pay Period Start Date Must be a valid date in YYYYMMDD format <p>Note: For single digit months (i.e. January through September), the month value should be preceded by a 0 (January = 01, February = 02, etc.). For single digit days (i.e. 1 through 9), the day should be preceded by a 0 (01, 02, etc.).</p>
12	Pay Date		<p>Pay date of the Payroll Detail record for the employee.</p> <ul style="list-style-type: none"> Allowed only numbers No letters or special characters Cannot be null Must be a valid date in YYYYMMDD format

Payroll Details Section

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION
1	Payroll Detail ID	3	Identifies a Payroll Detail record. Value should always be '444'.
2	SSN	9	<p>Social Security Number of the employee.</p> <ul style="list-style-type: none"> Cannot be null Must be numeric No letters or special characters allowed Should be unique in this Detail Section
3	Earnings	11	<p>Gross salary for the employee.</p> <ul style="list-style-type: none"> Allowed 8 decimal values with 2 precision Allowed only numbers and special character (.) period e.g. 600000.50

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION
4	Pre-Tax Employee Contributions	9	Pre-tax portion of employee contributions. <ul style="list-style-type: none"> Allowed 6 decimal values with 2 precision Allowed only numbers and special character (.) period
5	Post-Tax Employee Contributions	9	Post-tax portion of employee contributions. <ul style="list-style-type: none"> Allowed 6 decimal values with 2 precision Allowed only numbers and special character (.) period
6	Employer Contributions	9	Employer contributions. <ul style="list-style-type: none"> Allowed 6 decimal values with 2 precision Allowed only numbers and special character (.) period
7	Hours	7	The hours worked during the Pay Start and End Date period. <ul style="list-style-type: none"> Allowed 5 decimal values with 2 precision Allowed only numbers and special character (.) period
8	Rate	11	The rate of pay the employee receives. <ul style="list-style-type: none"> Allowed 8 decimal values with 2 precision Allowed only numbers and special character (.) period
9	Rate Type		The rate type. Only the following values are allowed: <ul style="list-style-type: none"> Hourly Rate Flat Rate Event Annual Salary
10	Termination of Employment Date		Indicates the date on which the employment is terminated. <ul style="list-style-type: none"> Can be null Allowed only numbers No letters or special characters The date should always be less than or equal to Pay Period End Date Must be a valid date in YYYYMMDD format
11	Last Day Worked		Indicates the last day of work. <ul style="list-style-type: none"> Can be null Allowed only numbers No letters or special characters The date should be always less than or equal to Pay Period End Date Must be a valid date in YYYYMMDD format

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION
12	Employment Status	4	<p>Employment status for the employee.</p> <ul style="list-style-type: none"> • Can be null • Only the following values are allowed: <ul style="list-style-type: none"> ○ MILL – Military Leave ○ LWOP – Leave Without Pay ○ WRKC – Workers Comp ○ SEAL – Seasonal Leave ○ ADML – Administrative Leave ○ EDUL – Education Leave ○ OFSV – Official School Vacation ○ RTLV – Return From Leave
13	Employment Status Date	8	<p>Employment status date.</p> <ul style="list-style-type: none"> • Valid date in YYYYMMDD format • No letters or special characters • e.g. 20091012 – First 4 digits represent year, followed by 2 digit month and 2 digit day <p>Note: For single digit months (i.e. January through September), the month value should be preceded by a 0 (January = 01, February – 02, etc.). For single digit days (i.e. 1 through 9), the day should be preceded by a 0 (01, 02, etc.).</p>
14	Final Pay Indicator	1	<p>Indicates if the payroll details reported in this section are the final payroll details the employer will report for the employee.</p> <ul style="list-style-type: none"> • Valid values are Y or N • No special characters allowed • No numbers allowed • Cannot be null
15	Job Classification		<p>Indicates the job classification of the employee.</p> <ul style="list-style-type: none"> • Refer to SPS-101-09 Person Account Types for valid Job Classification types
16	Pay Type		<p>Indicates the pay type of the employee. Allowed values are:</p> <ul style="list-style-type: none"> • Regular Pay • 457 • Overtime • Comp Time Worked • Comp Time Taken • Holiday Worked

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION
			<ul style="list-style-type: none"> • Holiday Taken • Banked Holiday Taken • Sick Leave Taken • Annual Leave Taken • Bonus • Shift Differential • Kelly Days • Retro Pay • Adjustment • Settlement • Workers Comp • Payout of Annual Leave • Payout of Sick Leave • Payout of Comp Time • Other Paid Time • IRC 125 Plan
17	Detention Officer Training Date		<p>Indicates the date on which the detention officer Training date.</p> <ul style="list-style-type: none"> • Can be null • Allowed only numbers • No letters or special characters • Must be a valid date in YYYYMMDD format

Service Purchase Details Section

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION
1	Service Purchase Detail ID	4	Identifies a Payroll Detail record. Value should always be '4444'.
2	SSN	9	<p>Social Security Number of the employee.</p> <ul style="list-style-type: none"> • Cannot be null • Must be numeric • No letters or special characters allowed • Should be unique in this Detail Section
3	Pre-Tax Service Purchase Amount	9	<p>Employee service purchase contributions.</p> <ul style="list-style-type: none"> • Allowed 6 decimal values with 2 precision • Allowed only numbers and special character (.) period • Can be null
4	Post-Tax Service Purchase Amount	9	<p>Employee service purchase contributions.</p> <ul style="list-style-type: none"> • Allowed 6 decimal values with 2 precision • Allowed only numbers and special character (.) period

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION
			<ul style="list-style-type: none"> Can be null
5	Service Purchase Type		Indicates the type of service purchase. <ul style="list-style-type: none"> 025 Refund 045 Industrial Accident/Work Comp 026 Military or Reserve 046 Retro Coordination 040 1-for-5 047 Refund Coordination 041 Retroactive 048 Active Account Coordination 042 Other Public Service 049 TRD on Account Coordination 043 Elected Official 050 TRD Refund Coordination 044 Legislator

2.1.2 File Properties

NAME	DESCRIPTION
File Type	Inbound
Root Directory	N/A
Mailbox Subdirectory	N/A
Staging Subdirectory	Staging
Process Subdirectory	Processed
Error Subdirectory	Error
Layout File	N/A
File Delimiter	~
Email Notification	Yes
Nightly Batch Run	Yes
Name of the File	Can have any name. It should be .csv file

2.1.3 File Validations

The file must execute validations based on the fields defined in File Layout 2.1.1.

2.2 457 Contribution Information File

This incoming file is submitted to Neospin™ via Upload Screen by the user. The file is delimited by '~'. The file contains the following variable length records identified by the first three characters of the record:

- (1) *File Header Section* – Contains information about the file such as employer ID, year, payroll frequency, and the date time stamp the file is generated. The record starts with numeric '001'.
- (2) *457 Contribution Detail Section* – Contains 457 contribution detail information for the employee member. The record starts with numeric '111'. The 457 contribution Detail Section is always preceded by the File Header Section.

NOTE: A 457 contribution information stub record should exist for all the details records within the file. Uploaded file is not processed otherwise.

2.2.1 File Layout

File Header Section

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION
1	File Summary ID		Identifies the File Header. The value should always be '001'.
2	Total Number of Detail Records		Number of Detail records in the file. Note: Can include employees for multiple employers in a file. Total number of Detail records in the file should equal the number in this field. The PERIS application must void the file otherwise.
3	Unique ID		Unique identifier, i.e. date-time stamp of the file in yyyyymmddhhmmss format. The ID should be generated based on the following information: current date with hours, minutes and seconds, and is left justified. e.g. 20110116090434

457 Contribution Detail Section

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION
1	457 contribution Detail ID	3	Identifies the Detail record. The value should always be '111'.
2	SSN	9	Social Security Number of the employee. <ul style="list-style-type: none"> • Cannot be null • Must be numeric • No alphabets or special characters allowed • Should be unique in this detail section
3	% Contribution - Pre Tax	25	Pre Tax % Contribution for the employee. <ul style="list-style-type: none"> • Allowed 5 decimal values with 2 precision • Allowed only numbers and special character (.) period • e.g. 34.50 • Should be Null if \$ Contribution – Pre Tax is not Null <p>NOTE: One of the fields 3 or 4 or 5 or 6</p>

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION
			should be populated for a 457 contribution detail record
4	\$ Contribution - Pre Tax	25	<p>Pre Tax Contribution for the employee.</p> <ul style="list-style-type: none"> Allowed 8 decimal values with 2 precision Allowed only numbers and special character (.) period e.g. 600000.50 Should be Null if % Contribution – Pre Tax is not Null
5	% Contribution - Post Tax		<p>Post Tax % Contribution for the employee.</p> <ul style="list-style-type: none"> Allowed 5 decimal values with 2 precision Allowed only numbers and special character (.) period e.g. 34.50 Should be Null if \$ Contribution – Post Tax is not Null
6	\$ Contribution - Post Tax		<p>Post Tax Contribution for the employee.</p> <ul style="list-style-type: none"> Allowed 8 decimal values with 2 precision Allowed only numbers and special character (.) period e.g. 600000.50 Should be Null if % Contribution – Post Tax is not Null
7	Payroll Effective Date		<p>Payroll Effective date.</p> <ul style="list-style-type: none"> Valid date in YYYYMMDD format No letters or special characters e.g. 20091012 – First 4 digits represent year, followed by 2 digit month and 2 digit day <p>Note: For single digit months (i.e. January through September), the month value should be preceded by a 0 (January = 01, February – 02, etc.). For single digit days (i.e. 1 through 9), the day should be preceded by a 0 (01, 02, etc.).</p>
8	Date of Hire		<p>Hire date.</p> <ul style="list-style-type: none"> Valid date in YYYYMMDD format No letters or special characters e.g. 20091012 – First 4 digits represent year, followed by 2 digit month and 2 digit day

FIELD POSITION	FIELD NAME	FIELD LENGTH	FIELD DESCRIPTION
			Note: For single digit months (i.e. January through September), the month value should be preceded by a 0 (January = 01, February – 02, etc.). For single digit days (i.e. 1 through 9), the day should be preceded by a 0 (01, 02, etc.).
9	Contribution Reason		Contribution reason for 457 employee <ul style="list-style-type: none"> Valid values are defined in UCS 101 Person Account. See notes below. Should not be Null
10	Deferral Type		Deferral Type fr the 457 employee <ul style="list-style-type: none"> Valid values are defined in UCS 101 Person Account. See notes below. Should not be Null

2.2.1 File Properties

NAME	DESCRIPTION
File Type	Inbound
Root Directory	N/A
Mailbox Subdirectory	N/A
Staging Subdirectory	Staging
Process Subdirectory	Processed
Error Subdirectory	Error
Layout File	N/A
File Delimiter	~
Email Notification	Yes
Nightly Batch Run	Yes
Name of the File	Can have any name. It should be .csv file

2.2.2 File Validations

The file must execute validations based on the fields defined in File Layout 2.2.1.

3 Notes

NOTE
<ul style="list-style-type: none"> Systems <ul style="list-style-type: none"> PERS – Public Employees SRS – Sheriffs GWPORS – Game Wardens and Peace Officers JRS - Judges' HPORS – High Patrol Officers

NOTE

- MPORS – Municipal Police Officers
- FURS – Firefighters Unified
- 457 – 457 Deferred Comp
- VFCA – Volunteer Firefighters
- Contribution Reason
 - ADCR - Admin Correction
 - AOTC - Admin One-Time Correction
 - CHAM - Change Amount
 - CBCK - Change Back
 - CHDT - Change Deferral Type
 - CHEM - Change Employer
 - OFCP - Off-Cycle Payroll
 - ONTM – New: One-Time
 - OTRE - One-Time Retired
 - OTRO - One-Time Retro
 - REST - Restart
 - STOP – Stop
- Deferral Type
 - AG50 - Age 50 Catch-Up
 - NRML - Normal Deferral
 - RECU - Regular Catch-Up